

Checklist for Proposals to the FY22 WPO Notice of Funding Opportunity

Title Page

- ☐ Project title
- ☐ PI: name, title, organization, telephone number, office address, email address
- ☐ Each investigator: name, title, organization, telephone number, email address
- ☐ Non-PI Institutional representative: name, title, organization, telephone number, email address
- ☐ Competition and project period
- ☐ Requested funding for each institution for each annual period

Abstract

- ☐ Project title, PIs and investigators, and affiliations
- ☐ Plain-language project abstract

Project Narrative

- ☐ Proposed duration of project
- ☐ Problem statement
- ☐ Planned project outputs and products and Readiness Level
- ☐ Planned impacts/outcomes/broader benefits
- ☐ Key methods and activities description
- ☐ Timeline with key milestones, products, and progression of RLs
- ☐ Planned Testbed experiments, if applicable
- ☐ Summary of Outreach and Education activities
- ☐ Summary of Diversity and Inclusion initiatives
- ☐ Data Management Plan

Other Sections

- ☐ CV for all PIs, co-PIs, and co-Is
- ☐ Current and pending financial support for each investigator
- ☐ Budget table and justification
- ☐ Budget for any Federal collaborators
- ☐ Any relevant letters of support or funding requests

Mandatory Forms

- ☐ SF424
- ☐ SF424A
- ☐ SF424B
- ☐ CD511
- ☐ Form LLL

Multi-Organization Collaborative Proposals

- ☐ Separate, identical proposals for each institution
- ☐ Separate budget table, justification, and SF-424A for your institution
- ☐ Summary project-total budget table (Lead-PI's proposal only)
- ☐ NOAA Collaborator Acknowledgement Form, for NOAA federal and/or testbed collaborations